

# **JOINT CITY-COUNTY AIRPORT BOARD**

## **Minutes of Meeting**

**Monday, January 11, 2010 at 10:00 a.m.**

**Stillwater County Annex Planning Department**

**809 E 4th Avenue N, Suite C**

**MEMBERS PRESENT:** Willard Moore (Vice-Chairman), Alan Drain, and Joe Morse.

**MEMBERS NOT PRESENT:** Waymoth "Fitz" Fitzgerald (Chairman) and Roger Johnston.

**OTHERS:** Maureen Davey, BOCC Representative; Allen Rickman, Airport Manager; Gary Woltermann, Columbus Mayor.

**GUESTS:** Travis Eickman, Morrison-Maierle.

**STAFF:** Forrest Mandeville and Marissa Plumb.

**I. CALL TO ORDER:** Vice-Chairman Willard called the meeting order at 10:01 a.m..

**II. MINUTES OF LAST MEETING:** Alan made a motion that the minutes from the December 14, 2009 meeting be approved. Joe seconded; with all in favor, motion carried.

### **III. NEW BUSINESS:**

**A. Election of New Officers.** Willard asked the Board for nominations for Chairman. Willard nominated Alan for Chairman, Joe seconded Willard's nomination for Alan as Chairman. Willard asked the Board for other nominations for Chair. With no other nominations, Willard closed the nominations and called for a vote on Alan's nomination as chairman; with all in favor, motion carried. From this point forward, Chairman Alan ran the meeting. Alan asked the Board for nominations for Vice-Chairman. Alan nominated Joe for Vice-Chairman, Willard seconded Alan's nomination for Joe as Vice-Chairman. Alan asked the Board for other nominations for Vice-Chairman. With no other nominations, Alan closed the nominations and called for a vote on Joe's nomination as vice-chairman; with all in favor, motion carried.

**B. Establish 2010 Meeting Dates.** Forrest read through Resolution 2010-01, which sets the meeting dates and times and lists the officers for 2010, among other things. Resolution 2010-01 states that the City-County Airport Board will meet the second Monday of every month at 10 a.m. at the Stillwater County Annex Planning Department building, the same as they have met in the past. Refer to the resolution for further details. Joe made a motion to approve Resolution 2010-01 as written. Willard seconded; with all in favor, motion carried.

### **IV. UNFINISHED BUSINESS:**

**A. Grant and Loan Application Items.** Travis sent out an email a week prior to this meeting which included estimates and specifications for the proposed 2010 projects that will be submitted to the Montana Aeronautics Division of MDT on January, 21, 2010 in Helena starting at 8 a.m.. The three proposed projects for 2010 are the pavement improvements, the snow plow, and the snow removal equipment (SRE) building. Refer to the attached emails for estimate details. Travis will be present at the meeting with the Montana Aeronautics Division of MDT at the end of the month, and also recommends that a Board member be present, though it is not mandatory for a Board member to be in attendance. Allan will try to be there, weather permitting. Total funding being asked for from the FAA is \$589,200.00, which would mean that the Columbus airport is responsible for paying 5 percent of that back. There would be a 2.5 percent grant available and a 2.5 percent loan needed to pay that balance. The Board of County Commissioners (BOCC) and the Town of Columbus recently signed a loan resolution (BOCC Resolution 2009-49) stating their intention to pay a similar loan received during the fence project. It was noted that in the past there have been questions from the Montana Aeronautics Division of MDT regarding the lack of tax monies dedicated directly to the airport, but having documents like this resolution show that the Town and County have supported the airport financially in the past, and are likely to do so in the future.

Travis also informed the Board that the FAA may fund an off-site SRE building. He proposed two different locations for the off-site SRE building. The Board consensus is to wait to see what the FAA approves in funding and then decide where the SRE building will be built. The location of the proposed SRE building will be discussed further at a future meeting. Allen asked if it was possible to have a SRE building that could house a plane for revenue generating purposes. Travis replied that there isn't a site large enough on the airport grounds to support that size of a structure Willard motioned to seek the approval of the FAA on January 21 for the three proposed projects for 2010. Joe seconded; with all in favor, motion carried.

**B. Fence Update.** Travis reported that the animal control fence project is complete. The final pay request is on the BOCC agenda to be signed on Tuesday, January 12, 2010. Currently there is not a timer on the gates at the airport. Travis asked what they would like the timers to be set to and they replied 7 a.m. to 7 p.m. 7 days a week. Alan will accompany Travis to the Airport to set the timers on the gates directly after the Airport Board meeting adjourns. Gary noted that there are animal tracks inside the perimeter of the fence. Travis will investigate the site for tracks and where these animals could be getting in from after the Airport Board meeting.

Travis also showed the Board an updated Airport Layout Plan (ALP). The Town and the County need to approve the revised ALP showing the completed fence project. The Town and the BOCC will be approving that the Columbus Airport does look as it is pictured in the maps that Morrison-Maierle drafted. Travis noted the ALP is a working plan, is subject to change, and is not a regulatory document.

A public notice was recently in the Stillwater County News that the County was accepting bids on the material left over from the removal of the old fence. Two bids were submitted, one bid was from Alan Drain totaling \$925.00 for all materials and the other was from McKinsey Ranch LLC for all materials totaling \$859.00. See attached for a detailed bids. Willard motioned to accept the bid from Alan Drain for \$925.00. Joe seconded; with all in favor, motion carried. Alan did not participate in discussion and voting on this matter due to conflict of

interest. Forrest will write a letter to McKinsey Ranch, LLC, and to Alan Drain explaining the decision.

**V. FINANCE REPORT:** Joe reported he is unsure of the current balance in the account. He also noted that the bill for the lights will be paid as soon as possible. Once Joe receives the audit report, Travis requested a copy be forwarded to the FAA per the grant assurances.

**VI. MANAGER'S REPORT:** Allen reported that Gary has fixed all but about 3 lights on the runway and has been plowing using his truck and the old tractor. Allen briefly mentioned an article regarding on airport ground residency.

**VII. OTHER:**

**A. Reflectors.** Gary mentioned that some reflector poles on the runway need to be replaced. The reflector poles are made out of PVC pipe with a reflective tape surrounding the top 6 inches or so. Gary looked into purchasing the reflector poles from a company in Billings who quoted him a price of \$50.00 per reflector pole. After looking into it further, Gary found that it would be cheaper to make the reflector poles by hand. The cost of making them by hand is about \$8.00 per reflector pole. Gary asked the Board to allow him to build the reflectors, and the Board complied. Gary will start on the west end of the airport and work his way to the east end. The total number of reflector poles that will be replaced is about 30.

**B. Fitz Resigning.** Fitz informed the Board last month that he will be leaving before his term expired next year, as soon as a replacement can be found. Board members were asked to help find a replacement. Willard mentioned that Gary should fill the opening and another Town representative should be assigned to Gary's old position. Gary will have the Town Attorney look into whether or not there are any legal issues regarding this. Forrest will make sure that he receives a letter from Fitz noting his resignation.

**VIII. ADJOURN MEETING:** With no more business to discuss, Joe made the motion to adjourn the meeting. Willard seconded; all in favor, motion carried. Meeting was adjourned at 11:04 a.m..

Next Airport Board meeting is Monday, February 8, 2010 at 10 a.m. at the Stillwater County Annex Planning Department building.

Marissa Plumb  
Administrative Assistant